



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services. More information is available at [www.SCIDpda.org](http://www.SCIDpda.org).

SCIDpda has an opening for a Building Manager to provide services to building residents, facilitate on-site activities, coordinate and initiate maintenance services, lease apartment units, supervise on-site staff, manage the income certification process of residents and applicants, respond to resident and building emergencies and perform light maintenance and custodial duties for SCIDpda managed apartment buildings. He/she will work closely with residents, housing applicants and SCIDpda staff to provide excellent housing services to the residents and its community.

**Essential Duties:**

- Collect rent/deposit and maintain accurate recordkeeping related to resident accounts, files, and on-site records
- Support and enforce all building rules and regulations; prepare notices, work with Senior Property Manager regarding lease violations and other issues in accordance with ADA, Fair Housing, Just Cause Eviction Ordinance, and the WA State Residential Landlord Tenant Act
- Perform tax credit re-certification process
- Promptly respond to resident issues, requests and building emergencies
- Lease vacant units - show available units, screen prospective residents for eligibility requirements, and respond to housing inquiries
- Manage move-in and move-out processes; perform/coordinate unit turnovers; conduct new resident orientations; conduct move-in and move-out inspections, and process security deposits
- Work with Maintenance staff to coordinate and initiate maintenance services
- Ensure that the building's units, as well as common areas, outside areas, and offices are kept clean, secure, and in good repair by conducting regular building walk-throughs, perimeter checks, and unit inspections
- Perform other duties as assigned

**Supervisory Responsibilities:** Train, schedule, supervise and evaluate the work of on-site Building Assistant.

**Qualifications:** The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge, Skills, and Abilities:**

- Ability to speak, read and write English; ability to speak and write Chinese is highly desirable
- Ability to work within a schedule to complete tasks in a self-directed manner
- Customer service oriented and driven by the SCIDpda's mission
- Detail oriented
- Pleasant and positive attitude
- Good organizational skills; ability to prioritize and handle multiple tasks with frequent interruptions and changes in priorities
- Experience working with a culturally and linguistically diverse population
- Knowledge of Fair Housing law and regulations, WSHFC, and HUD Section 8 preferred
- Basic computer skills; knowledge of MS Word, Excel, Outlook, and Yardi

**Education & Experience:** High school education. Any combination of experience and training that would likely to provide the ability to carry out the essential duties and required knowledge; skills and abilities will be considered.

**Licenses or Certificates:** Affordable Housing Compliance Certification highly desired

**Physical Demands/Working Conditions:** The physical demands are representative of those that must be met by an employee in a Building Manager environment to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in a resident building environment with a low to medium noise volume
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk and sit

- Ability to lift at least 40 pounds, work with cleaning products and paint
- Frequent contact with residents and applicants
- Exposure to a variety of living conditions

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.